

MEETING TITLE: Standards Committee

DATE: 10-29-04

ATTENDEES: Sherri Bartlett, Mary Looker, Rick Mocker, Vicki Kirkpatrick, Don Sloma, Linc Weaver, Janice Adair, Joan Brewster, Bill White, Torney Smith, Jan Haywood, Claudia Lewis, Craig McLaughlin, Nancy Reid, Christie Spice, Janet Davis, Tony Barrett, Jane Wright, Maxine Hayes

Guests: Marni Mason, Barbara Mauer

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Interim Activities:	The PHIP Steering Committee met on October 15. Each committee presented their Recommendations for the 2005 Document and received input. The next meeting will be December 1 to give final approval of the PHIP document. Joint work with the Workforce Development Committee (see attached report)		Committee reviewed recommendations see agenda item below for final wording.
EH Directors-Standards Revisions	Meetings were held with the east side and west side Environmental Health Directors to review the Local Public Health Standards for Assuring a Safe, Healthy Environment for People. The meetings resulted in making no changes to the Standards but suggested changes to the wording of several measures. The Standards Committee reviewed and made slight wording changes to some of the measures. It was also suggested that the measures for DOH should be consistent with the Local measures and those changes were recommended.	The measures were approved as amended.	These edited measures will be included in the printing of the new Standards Booklets and used in the site visit assessments in the spring. The State EH will create a new liaison position to help LHJ's with the standards.

MCP-2005 Work plan	<p>A power point presentation by MCP explained their plan for the work they will deliver this year. They asked the committee to be prepared to give input at several points throughout the year. There was discussion about the work plan and approaches. (See power point slides attached) The proposed work plan is consistent with the work plan approaches discussed at the Standards Committee phone meeting on September 21, prior to the contract approval. This was an opportunity to ask questions and further discuss the following:</p> <ul style="list-style-type: none"> ➤ State EH and local EH Directors will identify 4 or 5 programs that will become a menu from which each LHJ will select 2 programs for that LHJ to use for demonstrating performance. State level EH sites will include the same EH programs as the 4-5 selected for the LHJ's. ➤ Nursing Directors and CFH will identify the 4-5 P&P programs that will become the menu from which each LHJ will select 2 programs for that LHJ to use for demonstrating performance in the P&P section of standards. <p>MCP requested that 6(2 LHJ and 4 DOH) staff be identified as internal reviewers at the site visits.</p>	<p>Early communication should be given to WSALPHO</p> <p>Spokane has agreed to commit one staff person; DOH is willing to commit four.</p>	<p>MCP should plan to attend the December meeting. Vicki will ask that it be put on the agenda. MCP should identify training dates and site visit days as soon as possible</p> <p>Environmental Health Directors Executive Committee and Public Health Nursing Directors will give input to the menu. Suggested that the Bars listing of programs and the Services list used for costing be used as starting points to create the menu. The PHIP Steering Committee will confirm the menus. Vicki volunteered to recruit an additional LHJ person. Selections need to be made by December 15.</p>
Administrative Capacities	<p>New draft presented to the committee that included feedback from the Field Test done over the summer with five local health departments and DOH. In some cases DOH wrote new measures to address the different work at the State level.</p> <p>MCP identified several measures that are duplicative of the Public Health Measures.</p> <p>MCP identified several areas that need further refinement and possibly consolidation.</p>	<p>Some measures were amended-see attached summary.</p> <p>A subcommittee will work with the consultants over the next 6 weeks to refine the Admin Capacities measures to clarify the intent of the measures and to make them more measurable.</p> <p>This work will be reported back to the Standards Committee.</p>	<p>Public Health Booklets can now be printed.</p> <p>Subcommittee: Janice Adair, Claudia Lewis, Craig McLaughlin, Vicki Kirkpatrick, Janet Davis, Sherri Bartlett, Torney Smith</p>

Costing the Standards	The process steps and progress made by the LHJ's and DOH was reviewed. The LHJ work involves using a common list of services and estimating the cost for delivering those services. DOH is using a gap analysis, estimating the cost of achieving the standards at 95%. Sea King is using a combination of both methods.	Joint meeting with Finance Committee-November 29	All Standards Committee members are invited to attend.
PHIP Recommendations	The Steering Committee gave input to the Recommendations put forward by the Standard Committee. The Committee used those suggestions to amend the language.	See new language attached.	This wording will be sent to the PHIP editor.
Meeting schedule for next year	<p>MCPP identified key times when they will need input from the Committee:</p> <ul style="list-style-type: none"> ➤ at least once in late January or early February to review progress of the project planning, schedules and materials, and twice in the fall of 2005 to review the draft and then final reports of the project. 	Four meetings will be scheduled.	<p>Look for dates:</p> <p>Late Jan-early Feb</p> <p>May/June</p> <p>October</p> <p>November/Early December</p>

Next Meeting: To be scheduled.

Note: a final copy of all the changes to the Public Health Standards will be sent later.